

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 12

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 DATE OF ORDER 08/16/2016		2 CONTRACT NO (If any) EP-W-14-020		6 SHIP TO a NAME OF CONSIGNEE Heidi Faller	
3 ORDER NO 0076		4 REQUISITION/REFERENCE NO PR-OW-16-00544			
5 ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
				c CITY Washington	d STATE DC
				e ZIP CODE 20460	
7 TO: FLORIDA HENDRICKS				f SHIP VIA	
a NAME OF CONTRACTOR SRA INTERNATIONAL, INC.				8 TYPE OF ORDER	
b COMPANY NAME				<input type="checkbox"/> a PURCHASE <input checked="" type="checkbox"/> b DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c STREET ADDRESS 4300 FAIR LAKES COURT				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d CITY FAIRFAX		e STATE VA	f ZIP CODE 220334232		

9 ACCOUNTING AND APPROPRIATION DATA See Schedule				10 REQUISITIONING OFFICE HPOD	
11 BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a SMALL <input checked="" type="checkbox"/> b OTHER THAN SMALL <input type="checkbox"/> c DISADVANTAGED <input type="checkbox"/> d WOMEN-OWNED <input type="checkbox"/> e HUBZone <input type="checkbox"/> f SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h EDWOSB					12 FOB POINT Destination
13 PLACE OF a INSPECTION b ACCEPTANCE		14 GOVERNMENT B/L NO		15 DELIVER TO FOB POINT ON OR BEFORE (Date)	
				16 DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 097779698 The purpose of this Task Order is to procure the services of SRA to perform the duties as outlined in the OWM's Decentralized Wastewater Program Implementation Support Statement of Work. A Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18 SHIPPING POINT		19 GROSS SHIPPING WEIGHT		20 INVOICE NO		17(n) TOTAL (Cont pages)	
	21 MAIL INVOICE TO							
	a NAME RTP Finance Center						\$3,000.00	
	b STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$3,000.00	
c CITY Durham						d STATE NC	e ZIP CODE 27711	17(i) GRAND TOTAL

22 UNITED STATES OF AMERICA BY (Signature)

23 NAME (Typed)
Patrice L. Cunningham
TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 2/2012)
Prescribed by GSA/FAR 48 CFR 53.215-7

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers

DATE OF ORDER
08/16/2016

CONTRACT NO
EP-W-14-020

ORDER NO.
0076

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Work Plan and Cost Estimate is due to EPA within ten business days from the date of this Order.</p> <p>TOCOR: Heidi Faller Max Expire Date: 06/30/2017</p> <p>Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 16-17-B-23C30D5-202BD4X13-2505-1623C3E004-001 1 BFY: 16 EFY: 17 Fund: B Budget Org: 23C30D5 Program (PRC): 202BD4X13 Budget (BOC): 2505 DCN - Line ID: 1623C3E004-001 Period of Performance: 08/16/2016 to 06/30/2017</p> <p>Task Order Funding</p>				3,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$3,000.00

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PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)
Prescribed by GSA FAR (48 CFR) 53.213-7

CONTRACT EP-W14-020
Task Order #

TITLE: OWM's Decentralized Wastewater Program Implementation Support

ABSTRACT:

The focus of this project is to provide implementation support for the program activities associated with OWM's Decentralized Wastewater Program. The program goals include: to facilitate collaboration and communication between EPA and the partner organizations of the Memorandum of Understanding (MOU) involved in managing decentralized wastewater systems (commonly referred to as septic systems); to plan, prepare and develop marketing materials, schedules and activities for SepticSmart Week 2016; and to provide strategic support to EPA and its partners to achieve the goals of EPA's 2005 Decentralized Program Strategy. This project involves the Clean Water Act (CWA) and is funded by the Office of Water, Office of Wastewater Management, Water Infrastructure Division, Sustainable Communities and Infrastructure Branch.

I. BACKGROUND:

Communities across the U.S., large and small, rural and urban, face significant water quality and public health problems from onsite/decentralized wastewater systems (commonly called septic systems). One of the greatest challenges that small and rural communities face is the improper operation and maintenance of septic systems, leading to system malfunctions. In 1996, EPA published a "*Response to Congress on the Use of Decentralized Wastewater Treatments Systems*." EPA concluded that these systems can provide protection of the environment and public health at lower costs and are suitable for differing site conditions and ecologically sensitive areas. Several major impediments were observed for improving the system's acceptance, such as lack of awareness and public misperception of decentralized systems. Nearly 25 percent of U.S. households and almost 33 percent of new housing development are served by decentralized systems. Approximately four billion gallons of wastewater are treated and discharged daily by these systems. More than half of the existing systems are more than 30 years old, and states indicate that at least 10 percent and up to 25 percent, are not working at any given time. The population is increasing and shifting geographically in areas that are least prepared to meet the demand. Protecting and preserving the nation's water infrastructure is critical to our economic future, human health and fulfilling the mandates of the Clean Water Act (CWA). Decentralized wastewater systems can be protective of public health and water quality if they are properly planned, sited, designed, installed and maintained.

EPA issued a Program Strategy for the Decentralized Wastewater Program on January 12, 2005 for improving the performance of decentralized wastewater treatment systems. This strategy identifies EPA's vision, mission and actions to improve the performance of decentralized wastewater treatment systems. One of the components of the Program Strategy is a Memorandum of Understanding (MOU) between EPA and organizations involved in managing decentralized wastewater systems. The MOU is intended to

upgrade the professionalism within the industry and facilitate collaboration between EPA Headquarters, EPA Regions, state and local governments, and national organizations representing practitioners in this area, leading towards efforts to improve system performance and education of the users of these systems.

The original MOU was signed on January 12, 2005 with eight (8) partner organizations. The MOU was renewed in November 2008 which included six (6) additional organizations. It was renewed yet again in November 2011 which included two (2) additional organizations; the MOU gained its first federal partner and brought the total number of Partners to 16. The original MOU focused on strengthening the relationship between the organizations and initiating collaborative efforts aimed at improving the credibility and professionalism within the industry. The purpose of this renewed MOU is to continue and expand the ongoing collaborative relationships and to add organizations which focus on state regulatory programs and decentralized wastewater research.

The contractor must be experienced in facilitating groups to accelerate the adoption and promotion of results-oriented actions through building agreements on high-level goals, guiding principles, and overarching strategy. The contractor shall have expertise in creating an even-handed and transparent process that holds parties to an Agreement with meaningful principles and strategies that will lead to action. The contractor will utilize and implement products developed by the previous contractor. The contractor shall also coordinate with another EPA contractor focused on outreach and marketing to assist with implementing EPA's public awareness strategy using the partner organizations' outreach networks. The contractor must have expertise in decentralized wastewater management issues and technologies, including experience in the planning, development, roll-out and strategies associated with marketing materials for SepticSmart Week and SepticSmart materials for website display.

II. SCOPE OF WORK – TASKS

ASSUMPTIONS:

Most travel will be local. It is expected there will be travel expenses for 1-2, one day partner meetings in Washington, D.C. The contractor shall participate in up to two (2) conferences and training events sponsored by the partner organizations.

A. Preliminary Work

1. The Contractor shall select a service provider or team to act and provide services as described in the SOW in consultation with the Project Officer (PO) and Task Order Contracting Officer Representative (TOCOR). The dispute resolution professional shall have the following experience, skills, knowledge or educational background: The contractor must be experienced in facilitating

groups to accelerate the adoption and promotion of results-oriented actions through building agreements on high-level goals, guiding principles, and overarching strategy. The contractor shall have expertise in creating an even-handed and transparent process that holds parties to an Agreement with meaningful principles and strategies that will lead to action. The contractor will utilize and implement products developed by the previous contractor. The contractor shall also coordinate with another EPA contractor focused on outreach and marketing to assist with implementing EPA's public awareness strategy using the partner organizations' outreach networks. The contractor must have expertise in decentralized wastewater management issues and technologies, including experience in the planning, development, roll-out and strategies associated with marketing materials for SepticSmart Week and SepticSmart materials for website display.

2. The contractor shall meet with the Task Order COR (TOCOR) and other OWM project personnel to discuss goals to accomplish the task order. The TOCOR will provide material at this meeting on the Decentralized Program and the partner organizations involved in the MOU. The contractor shall bring all key personnel who shall participate in the project to this 'kick-off' meeting at EPA headquarters, within five (5) business days after the task order is issued. The contractor will incorporate meeting discussions into a draft meeting summary which shall include milestones, target dates, and deliverables within ten (10) business days after the meeting. The final summary shall be produced within five (5) business days after review and comment on the draft summary by the TOCOR.
3. The contractor shall submit a work plan in accordance with the requirements of this contract. The workplan shall include:
 - Procedures for substitution of labor categories in the event of temporary or permanent personnel changes.
 - Outline of quality assurance/quality control procedures for deliverables.
 - Information on Conflict of Interest checks for the proposed provider.
 - Budget information by option period in projects that will phased over a longer period of performance.
4. The prime contractor shall be responsible for oversight of deliverables on this Task Order and shall be responsible for transmission of monthly reports and invoices as required by the contract. No monthly report will be required in months with no substantive work.

B. Facilitation

The EPA TOCOR expects that the contractor will perform a number of facilitation and support tasks for the EPA Decentralized Wastewater MOU Partnership. Examples of these tasks include, but are not limited to: agenda development for conference calls and meetings; scheduling conference calls or meetings with partners and EPA staff; planning

conversations between EPA staff and partnership members; facilitation of conference calls, meetings or webinars; distribution of background and conference call materials; coordination of presentations for conference calls, meetings or webinars; distributing updated materials to partnership members; providing updates of informational materials based on partner or EPA staff input; maintaining and updating a contact list of MOU partner contacts; preparing meeting summaries from conference calls or meetings, including next steps, assignments, decisions made and schedules; identifying updated materials to add to the website or providing suggestions on location and display of information on the website; performing research, collation and/or compilation of data and information for fact sheets, position papers or brochures; data and information analysis for papers and presentations; writing and editing draft of papers and presentations, including developing graphics, formatting and graphic design; and maintaining partnership communication materials such as event calendars, input for newsletters and designing materials for display on partners websites. Further clarification to any of the below tasks will be provided by the EPA TOCOR via written Technical Direction to the contractor.

1. **Meeting and Conference Calls** – The contractor shall attend and conduct bi-monthly conference calls of the full Decentralized MOU Partnership which includes developing agendas based on partner input, facilitating discussions during the meeting, developing and distributing meeting minutes, and keeping partner representatives engaged. The contractor shall follow up on identified action items following the meeting or conference call to ensure all appropriate actions are taken within a reasonable time frame.

The contractor shall communicate in person, by phone or in writing with participants and between meetings to ensure that issues and concerns have been communicated accurately and that participants are adequately prepared for the next meeting. The contractor shall keep confidential that information which parties specify as confidential.

2. **Product Development** – The contractor shall support the development of 2-4 products identified in written technical direction from the TOCOR which may include, but are not limited to, fact sheets, position papers, articles, etc. by drafting material and obtaining comments on draft documents.
3. **Webcasts Series** – The contractor shall support the development, scheduling, and presentation of a maximum of 4 webcasts identified in written technical direction from the TOCOR and shall collect, develop and distribute related materials to be determined by the partners. The contractor shall record each webcast and provide the appropriate 508-compliant files for the webcast to be made available on the EPA website.
4. **Conference Support** - The contractor shall support the Partners' conferences by maintaining a schedule/calendar, manage the MOU Partnership and EPA Decentralized Program display booth to go to appropriate

conferences/workshops, coordinating partner attendance to ensure staffing of the booth and providing print materials per written direction of the TOCOR.

5. **Strategic Plan** – The EPA TOCOR shall provide the contractor with written technical direction to initiate the development of a strategic plan. In consultation with the EPA TOCOR, the contractor shall develop a strategic plan, based on Partner input, as a result of the MOU Partners' meeting in November 2014 that will guide the efforts of the partnership through the renewal of the agreement, 2014-2017. The contractor shall facilitate conference calls with the Partners to solicit input on strategic actions and activities that support the purpose of the MOU. The contractor will prepare a draft document and circulate it to the Partners and EPA TOCOR for review, edit and comment prior to preparing the final. The final strategic plan document will be 3-6 pages in length.
6. **Workgroups** - The contractor shall attend and participate in the monthly, or bimonthly, conference calls for the (3) workgroups. The agendas and actions of the calls will be directed by the leads for each work group. The contractor shall coordinate with the lead person for each workgroup to encourage forward progress, keep track of actions items and provide and communicate milestones to the lead, workgroup members and EPA TOCOR. The contractor will perform support to the workgroup on specific tasks and actions, per consultation and direction from the EPA TOCOR.
7. **Key Partners** - In consultation with the EPA TOCOR, the contractor shall contact key MOU partners to discuss the technical or substantive issues involved in preparing for the MOU or Work Group meetings, timing, schedule, and other parties potentially involved. The contractor may distribute background information provided by the TOCOR on the issues or process.
8. **Annual Progress Report** – The contractor shall facilitate development of an end of year report on the progress and accomplishments made through the MOU partnership during the year. The contractor shall solicit and gather information on accomplishments, successes and results from the Partnership members. The information shall be prepared and drafted by the contractor and circulated for review by the EPA TOCOR and Partners. The final product will be no more than 2 pages in length and include graphics, images and/or other illustrations. As an example, see https://www.epa.gov/sites/production/files/2015-06/documents/scb_decent_ar_2013_final-508compliant.pdf
9. **Deliverables and Milestones:** Two drafts and one final shall be developed with input from all partners of each of the developed products referred to above, webcast(s) materials, slide presentations, and the progress report. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

For all tasks, the contractor will provide all source files, original images and content to EPA with final deliverables. The contractor must be familiar with the EPA's Office of Public Affairs (OPA) guidelines, standards, best practices, technical requirements for website design and publications and all deliverables should comply. OPA's guidelines can be found at: <http://yosemite.epa.gov/OEI/webguide.nsf/homepage>

10. **SepticSmart Week 2016** – The contractor shall support the planning, preparation, development, and marketing of outreach materials, including graphics, for the SepticSmart program and SepticSmart Week, September 19-23, 2016. These materials must be made 508-compliant. Materials include, but are not limited to, brochures, factsheets, user guides, PSAs, articles, curriculum, YouTube videos, press releases, etc. The EPA TOCOR will provide technical direction outlining the exact documents to be developed by the contractor. The contractor shall identify expert content from the <https://www.epa.gov/septic> website and work with the EPA TOCOR to identify or create new content for use in the SepticSmart week materials. The contractor shall review previous SepticSmart materials and provide recommendations and ideas for creating new products to the EPA TOCOR.
11. The contractor shall facilitate all plenary sessions, subcommittees, workgroups, conference calls or web communications meetings. As facilitator the contractor shall assist participants in articulating their interests, identifying areas of agreement, and developing consensus solutions to the problems that divide them. As facilitator, s/he shall keep the parties talking, listening, and moving--as much as possible-- towards the goal of the process. **THE FACILITATOR SHALL NOT TAKE A POSITION ON THE MERITS NOR RECOMMEND TO THE PARTIES WHAT THE SUBSTANTIVE RESOLUTION OF AN ISSUE SHOULD BE.**
12. The contractor shall provide or arrange for the participation of subject matter specialists, panelists or presenters necessary to the goal of the project.
13. As directed by the TOCOR, the contractor shall participate in a post-process debriefing with EPA officials, including the PO, TOCOR and Technical Directive and relevant EPA management, to discuss lessons learned and next steps.
14. The service provider shall participate in EPA CPRC's case evaluation process upon request of CPRC's Director by completing the mediator evaluation form and returning it as requested.

III. WORK APPROACH

A. ADR and Public Participation Best Practices:

The Contractor shall approach this task in accordance with terms of the basic contract and according to the established norms and ethical standards of ADR professionals. Based on EPA's evaluation of a large number of ADR cases, the Agency has determined that the following practices are significantly related to positive substantive, relational, and procedural outcomes from ADR cases. The contractor shall ensure that this direction is provided to ADR professionals providing services under this task order:

- Prior to the mediation or facilitation and throughout the process, the ADR professional shall inquire about whether individual participants have the time, financial, and logistical resources necessary to participate effectively in the process and -- where resources are inadequate -- assist them in identifying appropriate resources or in making necessary adjustments to the process to accommodate resource constraints.
- The ADR professional shall assist the participants in identifying the issues that are important to resolving any controversy and solutions that will address the needs shared by the participants.
- The ADR professional shall conduct the process to promote active engagement from all participants.
- The ADR professional shall explore with the participants appropriate ways to incorporate high quality and relevant information resources necessary to resolve the issues.
- To support productive dialogue and effective implementation of any agreements reached by the participants, the ADR professional shall ensure that participants have appropriate authority to make commitments on behalf of their organizations.

B. Ethical Codes of Conduct:

The Contractor shall ensure that ADR professionals serving as neutral third parties under this contract receive information about and perform in accordance with ethical codes applicable to the practice of dispute resolution professionals. Relevant examples of ethical codes include those adopted by:

- the American Arbitration Association, American Bar Association, Association for Conflict Resolution:
([http://www.aacnet.org/uploadedFiles/Practitioner/ModelStandardsOfConductforMediatorsfinal05\(1\)\(1\).pdf](http://www.aacnet.org/uploadedFiles/Practitioner/ModelStandardsOfConductforMediatorsfinal05(1)(1).pdf))
- the International Association of Facilitators: (<http://www.iaf-world.org/aboutiaf/CodeofEthics.aspx>)
- the International Association for Public Participation:
(<http://iap2.affiniscap.com/displaycommon.cfm?an=1&subarticlenbr=8>)

C. Confidentiality

All parties to this task order acknowledge that the confidentiality provisions of the Administrative Dispute Resolution Act, 5 U.S.C. Section 574 shall govern the contractor's alternative dispute resolution activities (if any) under this task order.

D. Contractor Representation

In gathering information or performing tasks with parties outside the EPA, the contractor will identify him/herself as a contractor to EPA, not an EPA employee.

The Contractor shall provide input or make recommendations based on the information gathered, however, decisions on all substantive issues will be made by EPA. **THE CONTRACTOR SHALL NOT INTERPRET EPA POLICY ON BEHALF OF EPA NOR MAKE DECISIONS ON ITEMS OF POLICY, REGULATION OR STATUTE. THE CONTRACTOR SHALL NOT TAKE A STAND ON THE MERITS OF SUBSTANTIVE ITEMS UNDER DISCUSSION.**

E. Status Notifications:

THE CONTRACTOR SHALL NOTIFY THE EPA PROJECT OFFICER AND PROGRAM OFFICE CONTACT WHEN 75% OF THE FUNDS PROVIDED HAVE BEEN EXPENDED OR WHEN FUNDING FOR LESS THAN 6 WEEKS WORK REMAINS. The Contractor shall also notify the TOPO when 75% of the funds have been used on any single case assignment. Notifications shall be in writing and cc to the Project Officer.

F. Task Order Procedures, Constraints and Disclaimers

If out of town travel is required to accomplish the tasks under this task order, the contractor shall obtain advance approval for that trip and its costs in writing from the TOCOR, ATOCOR and/or the PO. To the extent possible, the contractor's per diem costs shall be within allowable limits set by GSA.

This task order is not funded by multiple appropriations. This task order does not provide for training of contractor personnel, provision of Government Furnished Property or Accountable Personal Property, leased items or property or IT products or services. The SOW does not include any tasks that are inherently governmental in nature or provide personal services. The SOW does not anticipate transferring or developing Confidential Business Information or Personally Identifiable Information to the contractor. This project will not involve collection of environmental data and so is not subject to needing an EPA Quality Assurance Plan. Printing shall be in accordance with limitations of the contract. This project does not involve the service provider conducting surveys, data collection or questionnaires. Development of communications products as a result of activities on this task order will be in compliance with EPA's Policy and Implementation Guide for Communications Product Development and Approval found at [HTTP://www.epa.gov/productreview/guide/index.html](http://www.epa.gov/productreview/guide/index.html).

The Contractor is directed to conduct Conflict of Interest checks and provide this information as a part of the Work Plan for TOCOR review and CO approval.

IV. REPORTS AND DELIVERABLES

The contractor shall send EPA all reports in accordance with the terms of the basic contract and the schedule set out below. The contractor shall provide a work plan within the schedule provided in the basic contract and set out below.

Copies of all reports, meeting notices, agenda, summaries and any other written deliverables shall be sent to both the PO and the TOCOR listed below. If oral briefings are scheduled for EPA staff, the PO shall be notified in time to attend.

All reports shall be provided first in draft form. Upon receipt of comment from the EPA PO and TOCOR, the contractor shall revise the report and distribute final copies as stated in the Scope of Work.

Submission dates for Transmittals may be changed via written Technical Direction from the TOCOR. Submission dates for Deliverables may only be changed via modification issued by the Contracting Officer.

Schedule:

Item	Due No Later Than	Type
Draft Kick-off Meeting Notes	5 days after meeting	Transmittal
Final Kick-off Meeting Notes	5 days after receipt of comment	Deliverable
Work Plan	10 days from T.O. issuance	Deliverable
Draft Meeting Agenda	2 weeks before meeting	Transmittal
Final Meeting Agenda	1 week before meeting	Transmittal
Meeting Handouts	Per TOCOR direction	Transmittal
Draft Meeting Summary	1 week after meeting	Transmittal
Final Meeting Summary	1 week after receipt of TOCOR comment	Transmittal
Partnership working documents	Per TOCOR direction	Transmittal
Other Partnership documents	Per TOCOR direction	Transmittal
Draft Strategic Plan	Per TOCOR direction	Transmittal
Final Strategic Plan	Per TOCOR direction	Deliverable
Draft Annual Progress Report	Per TOCOR direction	Transmittal
Final Annual Progress Report	Per TOCOR direction	Deliverable
Draft SepticSmart Week materials	Per TOCOR direction	Transmittal
Final SepticSmart Week materials	Per TOCOR direction	Deliverable

V. EPA CONTACTS

EPA Task Order Contracting Officer Representative (TOCOR)

Name: Heidi Faller (Mail Code 4204M)

Mailing Address: U.S. EPA, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20460

Phone: (202) 566-1089
Fax: (202) 501-2397
Email: faller.heidi@epa.gov
Delivery: (if different from mailing)

Alternate TOCOR

Name: Gajindar Singh (Mail Code 4204M)
Mailing Address: U.S. EPA, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20460
Phone: (202) 564-0634
Fax: (202) 501-2397
Email: singh.gajindar@epa.gov
Delivery: (if different from mailing)

Supervisor of TOCOR

Name: Lynn Stabenfeldt
Mailing Address: U.S. EPA, 1200 Pennsylvania Avenue, NW, Washington, D.C. 20460
Phone: (202) 564-0602
Fax: (202) 501-2397
Email: Stabenfeldt.lynn@epa.gov
Delivery: (if different from mailing)

EPA Project Officer

Deborah Dalton/Terry Fenton
Conflict Prevention and Resolution Center (MC-2388A)
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Phone: (202) 564-2913/202-564-2090 Fax: (202) 501-1715
dalton.deborah@epa.gov / fenton.terry@epa.gov

VI. PERIOD OF PERFORMANCE

The period of performance of this task order shall be until June 30, 2017.

VII. LIST OF ATTACHMENTS

- *List of MOU Partnership Contacts*
- *OWM/Water Infrastructure Division Phone List and organizational chart*
- <https://www.epa.gov/septic>

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 09/08/2016		4. REQUISITION/PURCHASE REQ. NO. PR-OW-16-00544	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6)	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SRA INTERNATIONAL, INC. Attn: FLORIDA HENDRICKS 4300 FAIR LAKES COURT FAIRFAX VA 220334232		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)	
CODE 097779698		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-020 0076 10B. DATED (SEE ITEM 13) 08/16/2016	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule Net Increase: \$56,995.59

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.232-22

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 097779698

The purpose of this modification is to approve the Work Plan and Cost Estimate that was submitted on 8-30 and accepted by the Task Order COTR on 8-31.

This modification increases the ceiling by \$56,995.59 which brings the Total Estimated Cost from \$3,000.00 and sets it to \$59,995.59.


This modification also provides incremental funding in the amount of \$56,995.95 and brings the total obligated amount from \$3,000.00 to \$59,995.59.

TOCOR: Heidi Faller Max Expire Date: 06/30/2017

LIST OF CHANGES:

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Patrice L. Cunningham	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 09/08/2016

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-020/0076/001	PAGE 2	OF 2
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NAME OF OFFEROR OR CONTRACTOR
SRA INTERNATIONAL, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Reason for Modification : Funding Only Action</p> <p>Total Amount for this Modification: \$56,995.59</p> <p>New Total Amount for this Version: \$59,995.59</p> <p>New Total Amount for this Award: \$59,995.59</p> <p>Obligated Amount for this Modification: \$56,995.59</p> <p>New Total Obligated Amount for this Award: \$59,995.59</p> <p>Incremental Funded Amount changed: from \$3,000.00 to \$59,995.59</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed from \$3,000.00 to \$59,995.59</p> <p>Obligated Amount for this modification: \$56,995.59</p> <p>Incremental Funded Amount changed from \$3,000.00 to \$59,995.59</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD</p> <p>Amount changed from \$3,000.00 to \$59,995.59</p> <p>CHANGES FOR ACCOUNTING CODE:</p> <p>16-17-B-23C30D5-202BD4X13-2505-1623C3E004-001</p> <p>Amount changed from \$3,000.00 to \$59,995.59</p> <p>Delivery Location Code: HPOD</p> <p>Heidi Faller</p> <p>US Environmental Protection Agency</p> <p>William Jefferson Clinton Building</p> <p>1200 Pennsylvania Avenue, N. W.</p> <p>Mail Code: 3803R</p> <p>Washington DC 20460 USA</p> <p>Payment:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center</p> <p>Mail Drop D143-02</p> <p>109 TW Alexander Drive</p> <p>Durham NC 27711</p> <p>FOB: Destination</p> <p>Period of Performance: 08/16/2016 to 06/30/2017</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 06/23/2017		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6)	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SRA INTERNATIONAL, INC. Attn: FLORIDA HENDRICKS 4300 FAIR LAKES COURT FAIRFAX VA 220334232		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-020 0076	
				10B. DATED (SEE ITEM 13) 08/16/2016	
CODE 097779698		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule Net Increase: \$75,577.34

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.243-3

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 097779698


The purpose of this modification is to approve the revised Work Plan and Cost Estimate that was submitted on 6-12 and accepted by the Task Order COTR on 6-22. These changes were made in response to the Government's revised Statement of Work.

This modification increases the ceiling by \$75,577.34 which brings the Total Estimated Cost from \$59,995.59 to \$135,572.93.

This modification also provides incremental funding in the amount of \$75,577.34 and brings the total obligated amount from \$59,995.59 to \$135,572.93.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Patrice L. Cunningham	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 06/23/2017

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-020/0076/002	PAGE 2	OF 3
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NAME OF OFFEROR OR CONTRACTOR
SRA INTERNATIONAL, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>This modification extends the period of performance to June 30, 2018.</p> <p>TOCOR: Heidi Faller Max Expire Date: 06/30/2018</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification : Supplemental Agreement for work within scope</p> <p>Period Of Performance End Date changed from 30-JUN-17 to 30-JUN-18</p> <p>Total Amount for this Modification: \$75,577.34</p> <p>New Total Amount for this Version: \$135,572.93</p> <p>New Total Amount for this Award: \$135,572.93</p> <p>Obligated Amount for this Modification: \$75,577.34</p> <p>New Total Obligated Amount for this Award: \$135,572.93</p> <p>Incremental Funded Amount changed: from \$59,995.59 to \$135,572.93</p> <p>Maximum Potential Expiration Date changed to : 06/30/2018</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed from \$59,995.59 to \$135,572.93</p> <p>Obligated Amount for this modification: \$75,577.34</p> <p>Incremental Funded Amount changed from \$59,995.59 to \$135,572.93</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD</p> <p>Amount changed from \$59,995.59 to \$135,572.93</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>17-18-B-23C30D1-202BD4X13-2505-1723C3E006-001</p> <p>Beginning FiscalYear 17</p> <p>Ending Fiscal Year 18</p> <p>Fund (Appropriation) B</p> <p>Budget Organization 23C30D1</p> <p>Program (PRC) 202BD4X13</p> <p>Budget (BOC) 2505</p> <p>Job # (Site/Project)</p> <p>Cost Organization</p> <p>DCN-LineID 1723C3E006-001</p> <p>Quantity: 0</p> <p>Amount: \$75,577.34</p> <p>Percent: 55.74663</p> <p>Subject To Funding: N</p> <p>Payment Address:</p> <p>Delivery Location Code: HPOD</p> <p>Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-W-14-020/0076/002	3	3

NAME OF OFFEROR OR CONTRACTOR
SRA INTERNATIONAL, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Heidi Faller US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 08/16/2016 to 06/30/2018				